

**CONFIDENTIAL**

(CLASSIFICATION)

ER 65-2272

**OFFICE OF THE DIRECTOR**In reply refer to  
Action Memorandum No. A-454Date 6 MAY 1965

TO : Deputy Director/Intelligence  
Deputy Director/Plans  
Deputy Director/Science & Technology  
Deputy Director/Support  
Deputy for National Intelligence Programs Evaluation

SUBJECT : Daily Executive Committee Meetings at 9:00 a. m.

REFERENCE:

In order to assist Admiral Raborn in becoming acquainted with the many activities of the Agency, it is requested that each Deputy report at least once a week on the activities of each of his offices. A negative report indicating that nothing new has developed during the period should be made in the event there is no development worthy of reporting. In the case of the DD/P, reports should be on a need-to-know basis, but, if necessary, can be made to the DCI alone. Deputy Directors are encouraged to invite office chiefs to make brief presentations if appropriate, but it is still desired to hold the length of the morning meetings to 30-45 minutes.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

cc: General Counsel  
Inspector General  
AD/NE  
AD/CI  
Mr. Chretien

LBK:drm

Distribution: Original &amp; 9 - As above

SUSPENSE DATE:

1 - ER 1 - EA/DCI  
① - ExDir 1 - EA/DDC

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GROUP 1  
Excluded from automatic  
downgrading and  
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